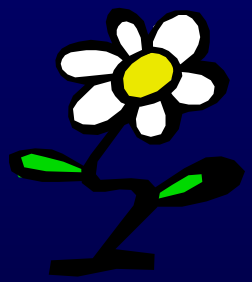


Installment Billing

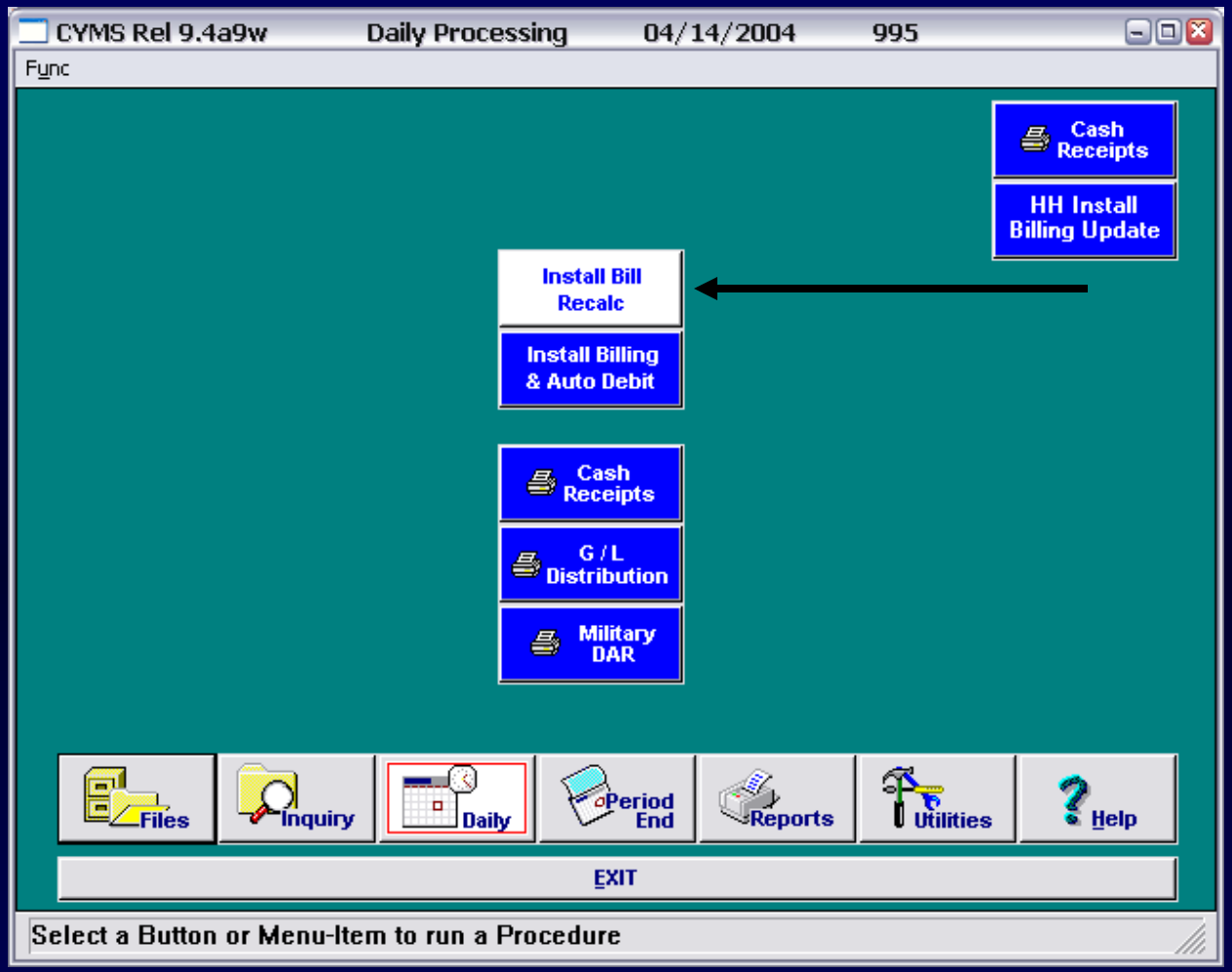
Installment Billing is a 4 step process that charges households for their childcare, camp fees and, if applicable, instructional classes.

It is generally run twice per month (for the 1st and the 15th), however Installment Billing can also be set up on a monthly or weekly basis.

1. Sign into CYMS using your special Installment Billing Login (995, 996, etc)
2. Run the Installment Bill Recalc
3. Run the Installment Billing process
4. Run the a G/L Distribution Report and Military DAR for your drawer number and submit them to Finance.

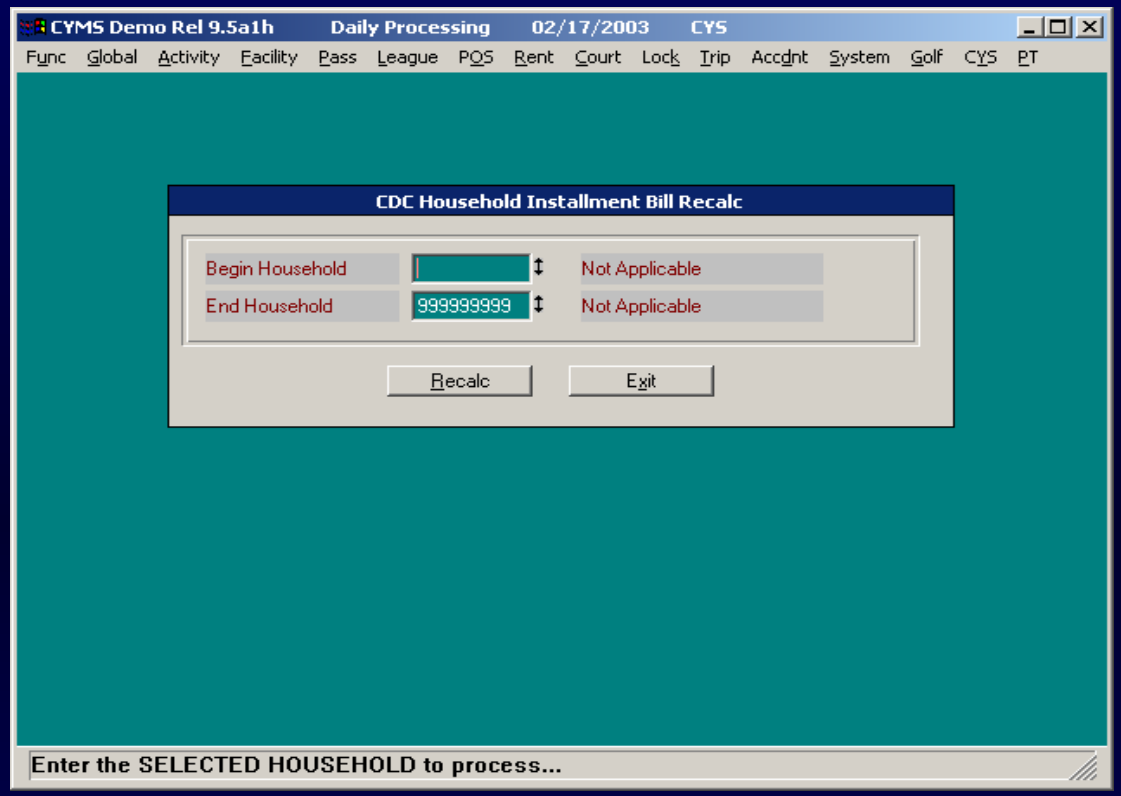
Step 1: Installment Bill Recalc

This is the special menu screen for the Installment Billing login (995, 996, etc)



Go to: Period End –- CYS -- Install Bill Recalc
(or Click the "Install Bill Recalc" button).

Step 1: Installment Bill Recalc



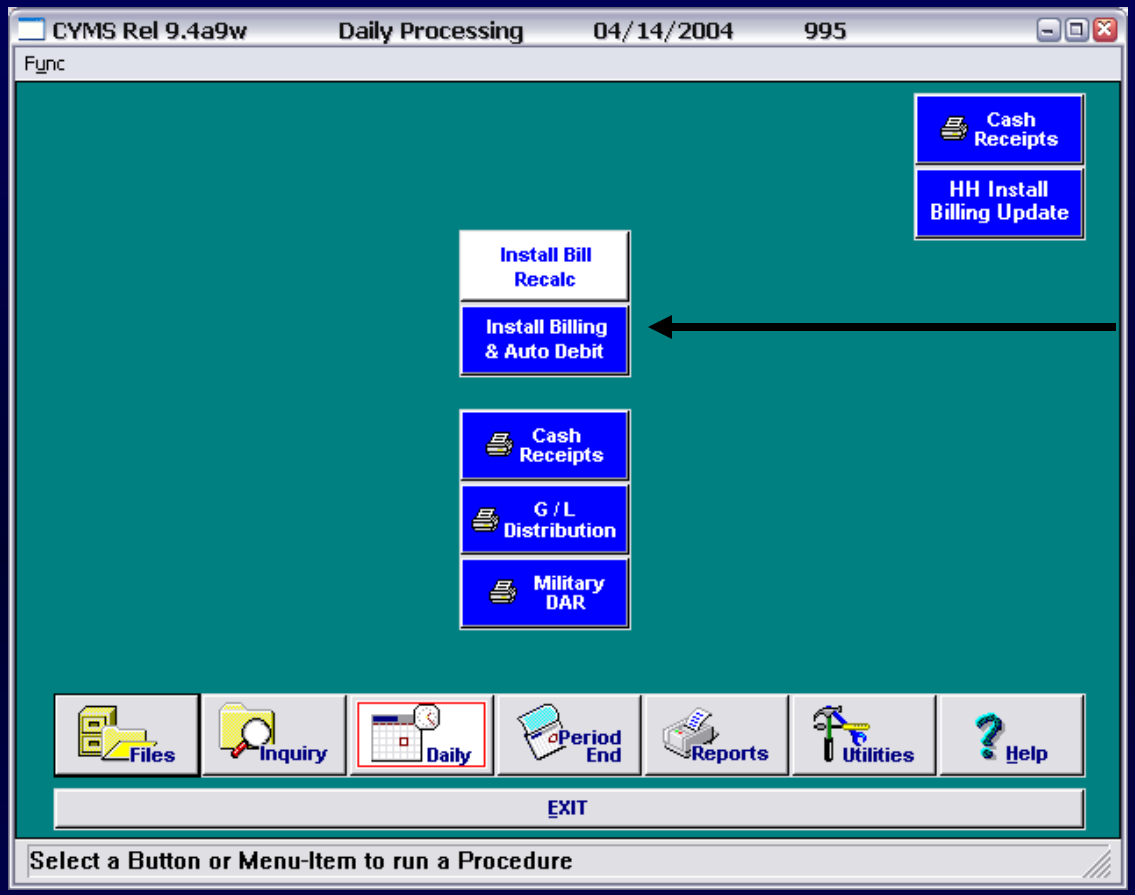
- Leave the “Begin Household” blank and the “End Household” all 99999’s.
- Click “Recalc” and “Yes” to continue.

Step 1: Installment Bill Recalc

Q: What does the Recalc do?

A: This process cycles through all the households and adjusts billing amounts for families that had changes in income, number of children enrolled or billing frequency (example, bi-weekly to monthly).

Step 2: Run Installment Billing



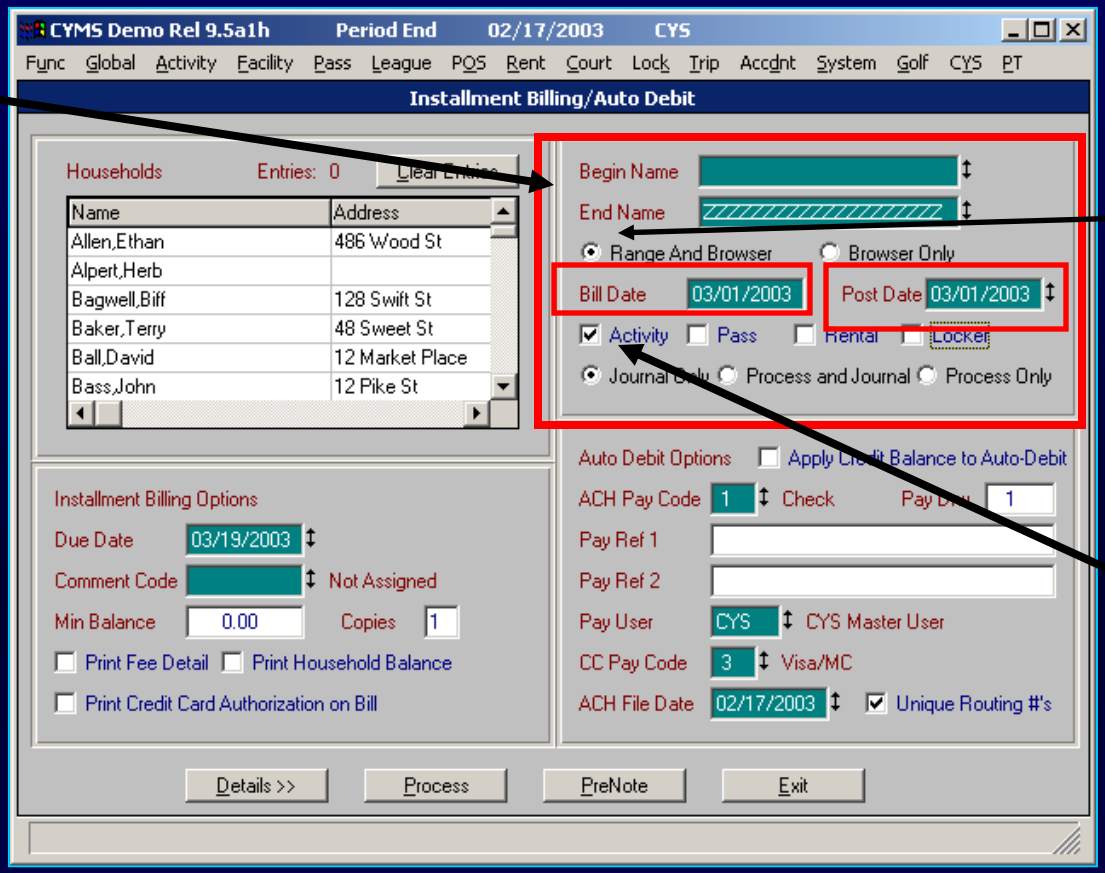
Go to: Period End – Global -- Global Auto DR/Install Billing

(or Click on the "Install Bill & Auto Debit" button)

Step 2: Run Installment Billing

"Begin Name" = blank

"End Name" = ZZZZZZ



"Range and Browser" selected

"Activity" selected

"Pass, Rentals, Lockers" De-Selected

Regardless of billing frequency, the "Post Date" should correct for a subsequent installment billing. All other fields on this screen are relevant for CYMS users.

Bill Date: The red block of information on the left is the "Bill Date".

For bi-weekly billing this should always be the 1st or the 15th.

For monthly bases this should always be the 1st.

Example: If you are running a billing for 3/1/03, the Post Date should also be 3/1/03.

For weekly bases, this should always be Monday's date.

Step 2: Run Installment Billing

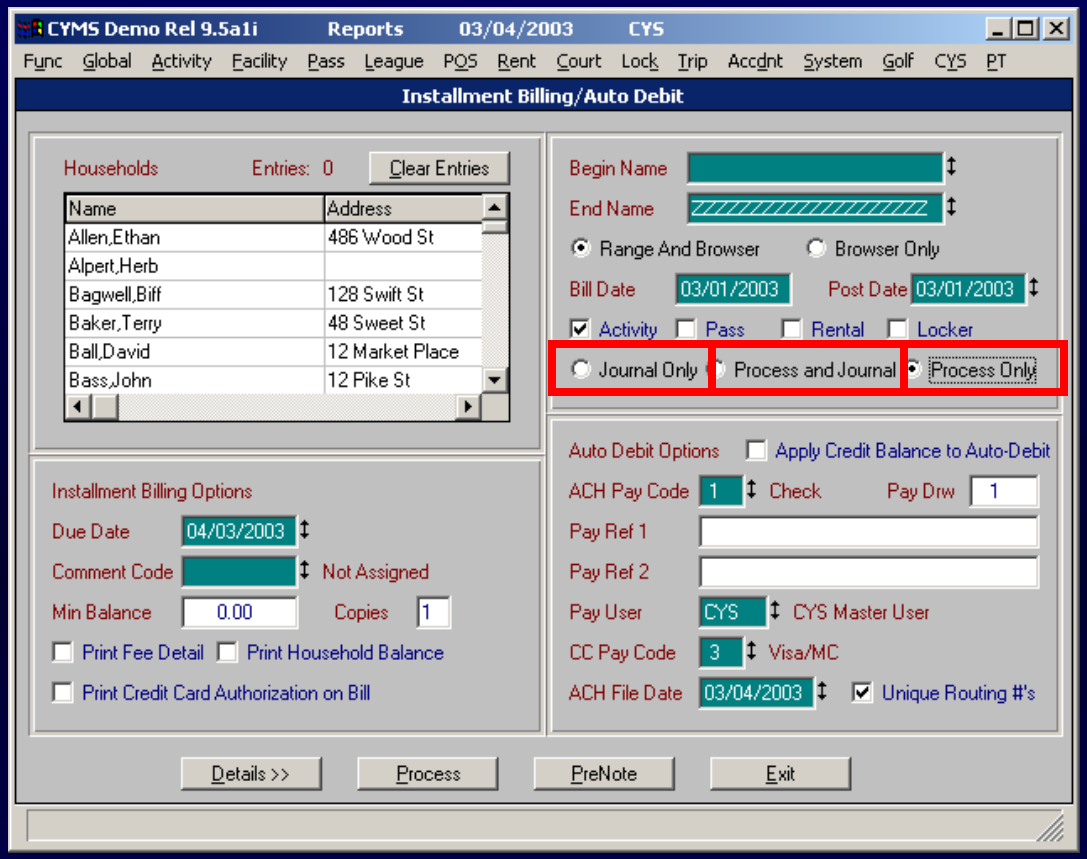
Important Notes on

Journal Only,

Process and Journal

and Process Only to follow . . .

Step 2: Run Installment Billing



Process Only: This option charges the household but no report is generated Caution! Do Not Use

Journal Only: This option shows who will get billed, but doesn't actually charge them. This option is great to run to spot possible billing errors before they occur.

Process & Journal: This option charges the household and prints out a report showing who was charged.

Step 2: Run Installment Billing

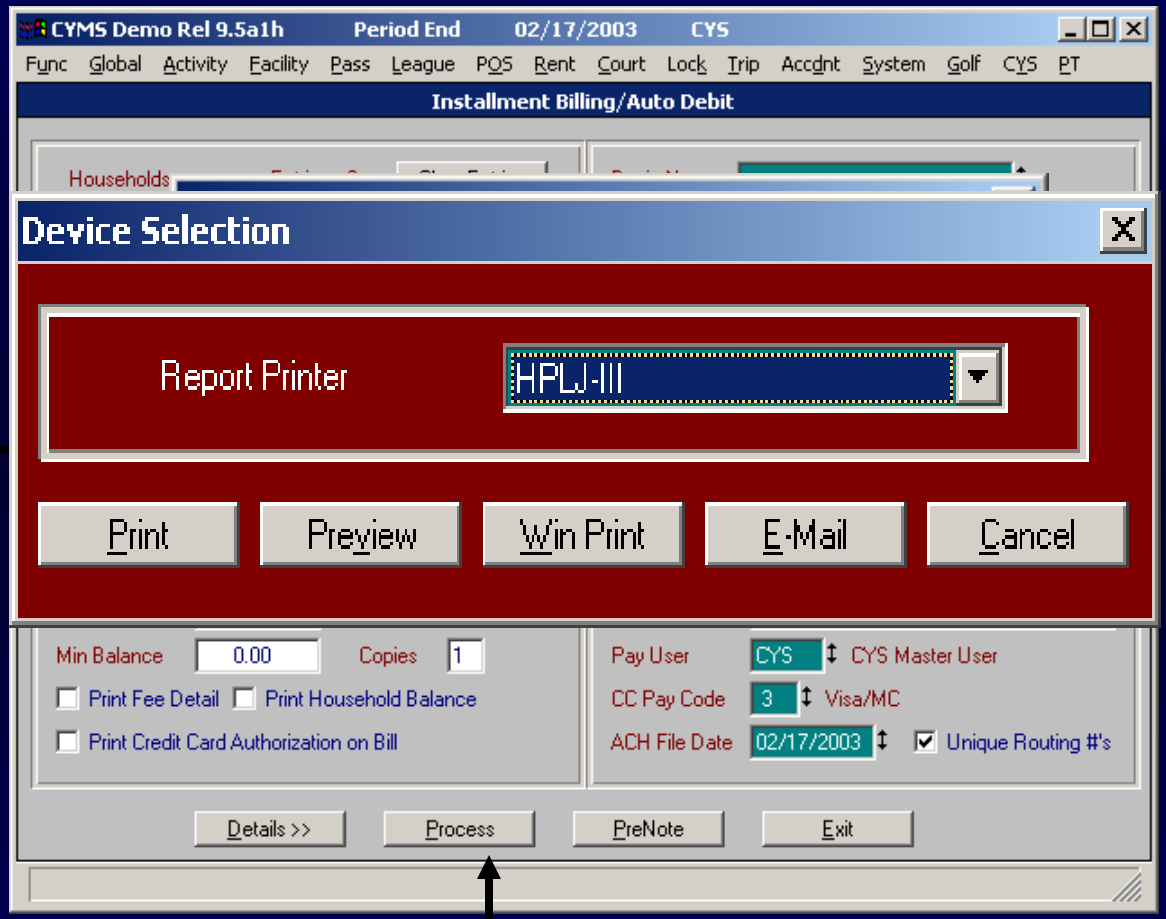
Recap

- Name Range = blank thru z's
- Range and Browser = toggled
- Activity = toggled
- Bill Date = Post Date = always the 1st or 15th (or Monday's date if using weekly billing or billing for camps)
- Journal Mode = if looking for errors
- Process & Journal = if charging the households

Step 2: Run Installment Billing

Click

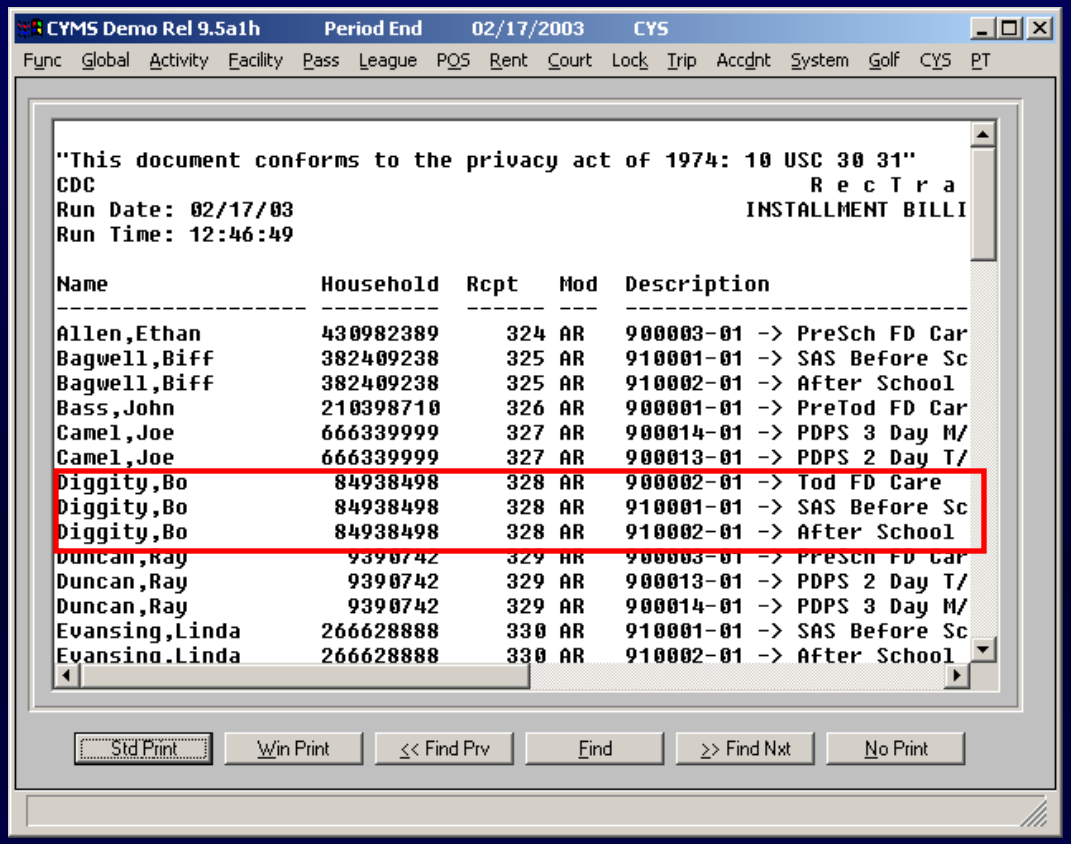
Yes to Continue



And Print, Preview or Win-Print to Finish

Click “Process”

Step 2: Run Installment Billing


CYMS Demo Rel 9.5a1h Period End 02/17/2003 CYS
Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT
"This document conforms to the privacy act of 1974: 10 USC 30 31"
CDC
Run Date: 02/17/03
Run Time: 12:46:49
INSTALLMENT BILLI
Name Household Rcpt Mod Description
Allen,Ethan 430982389 324 AR 900003-01 -> PreSch FD Car
Bagwell,Biff 382409238 325 AR 910001-01 -> SAS Before Sc
Bagwell,Biff 382409238 325 AR 910002-01 -> After School
Bass,John 210398710 326 AR 900001-01 -> PreTod FD Car
Camel,Joe 666339999 327 AR 900014-01 -> PDPS 3 Day M/
Camel,Joe 666339999 327 AR 900013-01 -> PDPS 2 Day T/
Diggity,Bo 84938498 328 AR 900002-01 -> Tod FD Care
Diggity,Bo 84938498 328 AR 910001-01 -> SAS Before Sc
Diggity,Bo 84938498 328 AR 910002-01 -> After School
Duncan,Ray 9390742 329 AR 900003-01 -> PreSch FD Car
Duncan,Ray 9390742 329 AR 900013-01 -> PDPS 2 Day T/
Duncan,Ray 9390742 329 AR 900014-01 -> PDPS 3 Day M/
Evansing,Linda 266628888 330 AR 910001-01 -> SAS Before Sc
Evansing,Linda 266628888 330 AR 910002-01 -> After School
Std Print
Win Print
<< Find Prv
Find
>> Find Nxt
No Print

Any household that doesn't show on this report, didn't get billed !

The Journal (or report) shows who got billed, the amount they got billed and various information.

Some households may appear more than once. All this means is they are being billed for more than one class or enrollment.

Step 3: Run the Military DAR Packet

The Final Step

- Run the G/L Distribution Report and DAR for the Installment Billing Login for the POST DATE used during the installment bill process and send them to your Finance Office

  Example: If 3/1/03 was used as the Post Date, then a DAR must be run for that installment billing login for 3/1/03

- Failure to do this prevents Finance from seeing advance payments moving out of the Control Account (GLAC 263) and into the proper revenue accounts

- For help running the DAR, refer to End Of Day documents

Installment Billing Q&A

Q1: Can Installment Billing be run more than once for the same Bill Date without fear of double billing?

A1: Yes. If Clerk A comes in and runs the billing then Clerk B runs it again for the same Bill Date, the billing won't work for Clerk B and, therefore, the households will not get double billed !

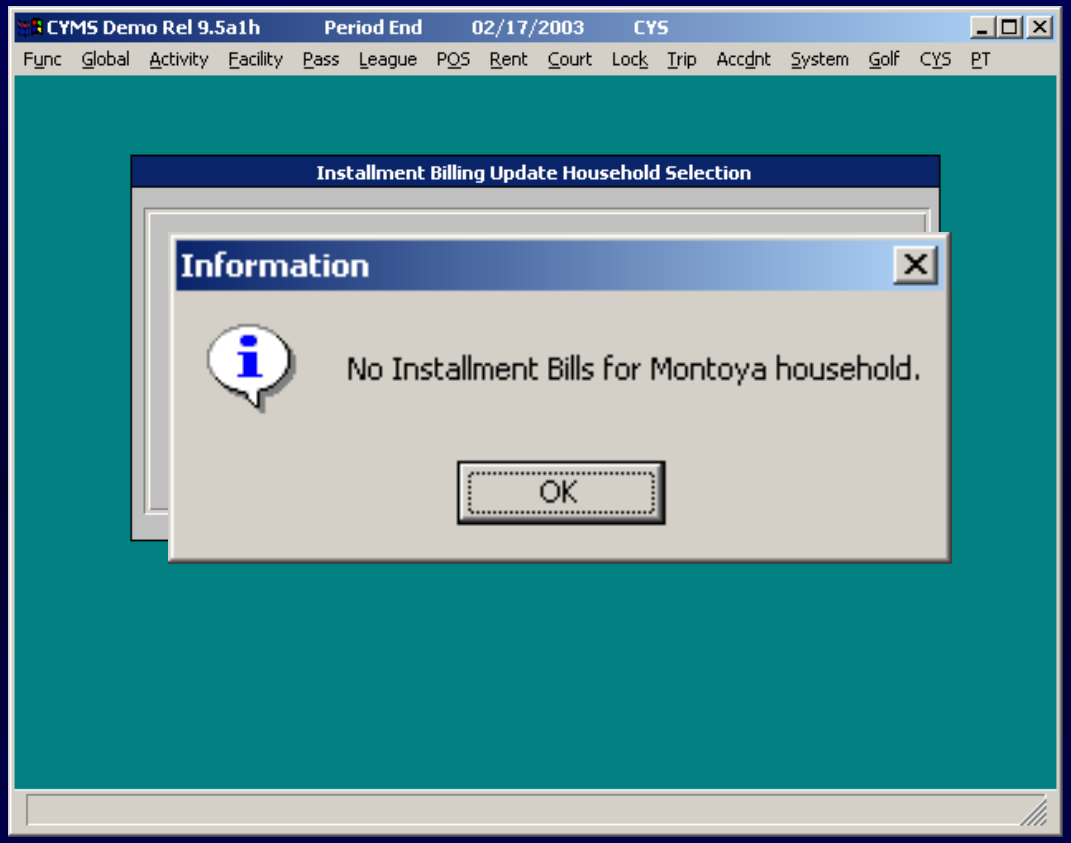
Installment Billing Q&A

Q2: Someone didn't get charged and should have. What do I do?

A2: Click HH Install Billing Update . . . And . . . .

HH Install Billing Update

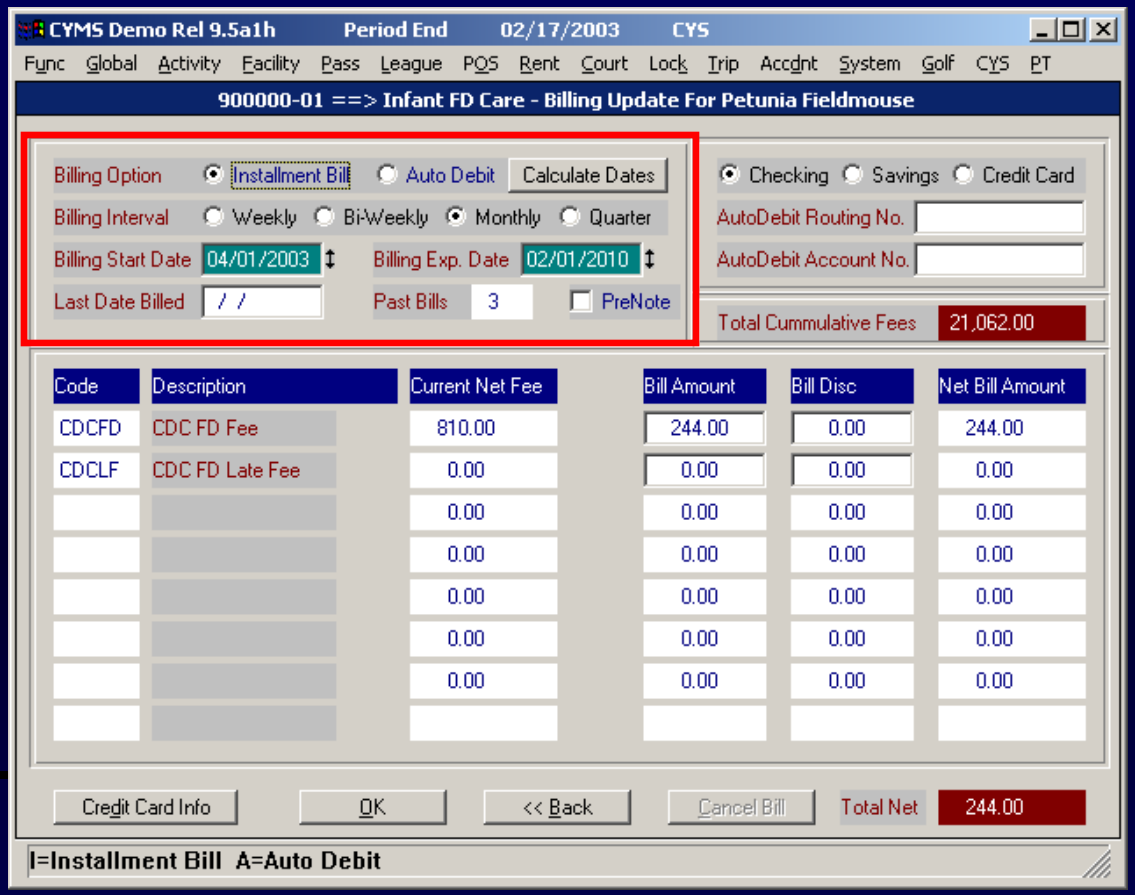
Installment Billing Q&A


CYMS Demo Rel 9.5a1h
Period End
02/17/2003
CYS
Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT
Installment Billing Update Household Selection
Information
No Installment Bills for Montoya household.
OK

If you get this error, it means the household has no billing records. You may need to enroll the child into a program using Program Registration

Look up the Household and select it.

Installment Billing Q&A

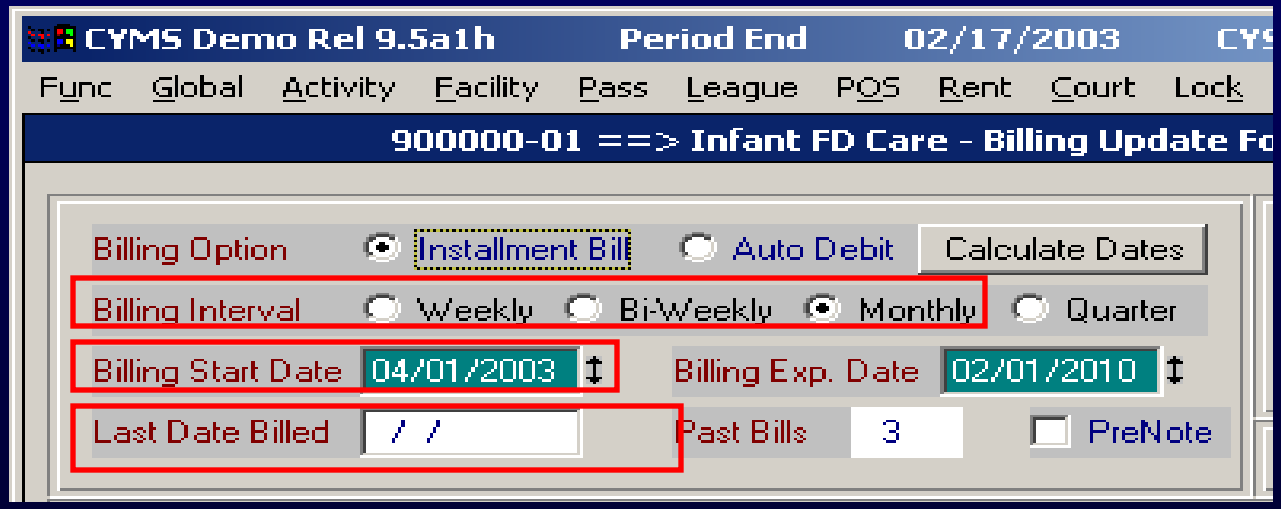

CYMS Demo Rel 9.5a1h Period End 02/17/2003 CYS
Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT
900000-01 ==> Infant FD Care - Billing Update For Petunia Fieldmouse
Billing Option Installment Bill Auto Debit Calculate Dates
Billing Interval Weekly Bi-Weekly Monthly Quarter
Billing Start Date 04/01/2003 Billing Exp. Date 02/01/2010
Last Date Billed / / Past Bills 3 PreNote
Checking Savings Credit Card
AutoDebit Routing No.
AutoDebit Account No.
Total Cummulative Fees 21,062.00
Code Description Current Net Fee Bill Amount Bill Disc Net Bill Amount
CDCFD CDC FD Fee 810.00 244.00 0.00 244.00
CDCLF CDC FD Late Fee 0.00 0.00 0.00 0.00
Credit Card Info OK << Back Cancel Bill Total Net 244.00
I=Installment Bill A=Auto Debit

The info in the Red Box controls when, how often and the next time this household will get billed for this enrollment

If you get to the Billing Listing Screen, select the record you don't believe got billed and click Bill Update

Installment Billing Q&A

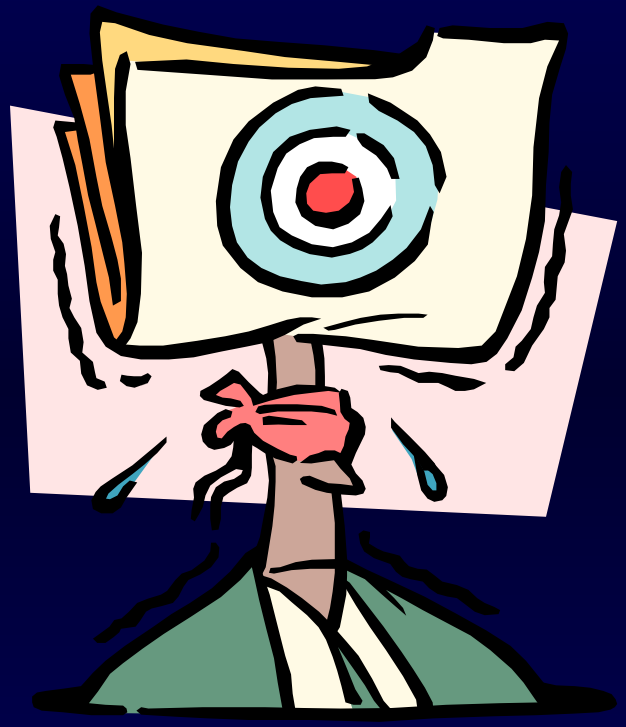
This household is charged every month



Billing Start Date: 4/1/03 is the first day this household will be charged for this enrollment

- Since the Last Date Billed is blank, it means this household has never been billed for this enrollment.
- Once the billing for the 1st of April is run, the Last Date Billed will become 4/1/03.
- This ensures that this household won't get double-billed if the billing is run twice for the same Bill Date
- If you still think this household should have been charged for the 3/1 billing, call VSI to discuss

Installment Billing Q&A



Still Confused?

Here are some more examples on how to read Installment Billing Records

	Example 1	Example 2	Example 3	Example 4
Frequency	Bi-Weekly	Bi-Weekly	Bi-Weekly	Bi-Weekly
Bill Start	04/01/02	04/01/02	04/01/02	04/01/02
Bill Exp	04/01/09	04/01/09	04/01/09	04/01/09
Last Date Billed	**Blank**	**04/01/02**	**Blank**	**Blank**
Bill Run For	**04/01/02**	**04/01/02**	**03/15/02**	**05/01/02**
Results	**HH Charged**	**HH Not Charged -- have already been billed for 04/01/02**	**HH Not Charged -- bill start date is not until 04/01/02**	**HH Charged 3 Times, for: 4/1, 4/15 and 5/1**
Last Date Billed Changes	**04/01/02**	**No Change – Remains 04/01/02**	**No Change – Remains Blank**	**05/01/02**

Install Bill Q3 & A3

Q: What if someone was overcharged by the billing process? How do I fix it?

A: Use Global Cancel Changes to update the Household's c

Global Cancel/Change

Then use HH Member Update to verify the HH Income is correct for future billi

HH & Member Update

For more Details, refer to document CYMS Updating Charges

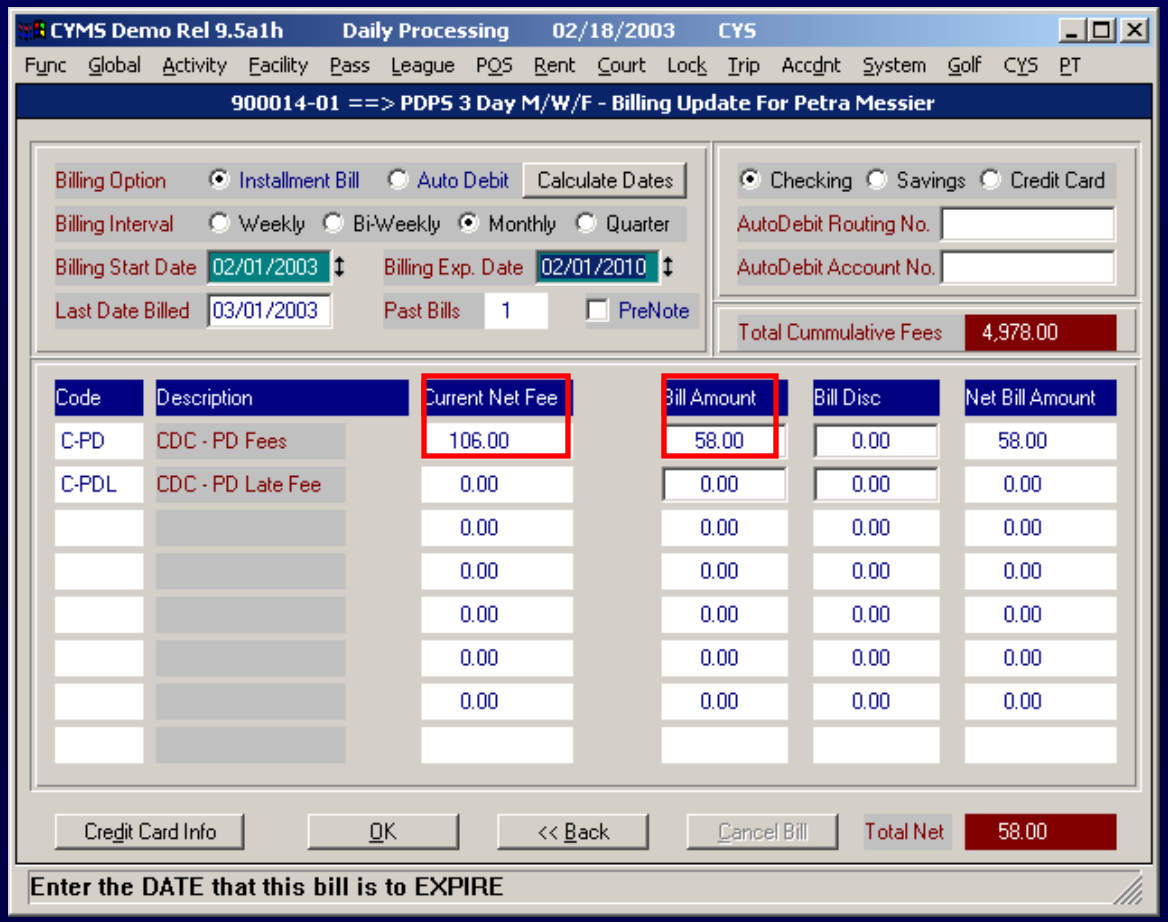
Installment Billing Q&A

Q: On the Installment Billing Update Screen, what is the difference between Current Net Fees and the Bill Amount

HH Install Billing Update

Install Bill Q4 & A4

Current Net Fee: This is how much the household has been charged to date for this enrollment



Bill Amount: This is how much this household gets charged for this enrollment for whatever the billing interval is (monthly, bi-weekly, etc).

Do not change this amount on this screen !

Installment Billing isn’t so much magic as keeping your rosters up to date!

If the rosters are correct,

the rest is easy !!!!